

**JOB ANNOUNCEMENT  
COMPETITIVE NOTICE**

**U.S. DEPARTMENT OF LABOR  
An Equal Opportunity Employer**

<b>Position:</b> Staff Assistant  <b>Series/Grade:</b> GS-0301-9	<b>Announcement No:</b> ETA-03-093PN
	<b>Opening Date:</b> July 24, 2003
	<b>Closing Date:</b> July 30, 2003
<b>Salary Range:</b> \$40,044 - \$52,058 (Includes locality pay of 12.74%)	<b>Number of Vacancies:</b> One (1)
	<b>Bargaining Unit:</b> Outside
<b>Organizational/Geographic Location:</b> Employment & Training Administration Office of the Assistant Secretary Washington, DC	<b>Promotion Potential:</b> None
	<b>Civil Service Status Required:</b> No
	<b>Temporary Position:</b> Permanent
	<b>Part-time Position:</b> Full-Time
<b>Duty Station:</b> Washington D.C.	<b>Area of Consideration:</b> All Eligible Candidates and *ICTAP Eligibles Within the Local Commuting Area

Applications will also be accepted from persons who qualify under noncompetitive hiring authorities, such as (but not limited to) Veterans Readjustment Appointment (VRA eligibles), 30% or more compensable veterans, persons with disabilities, Outstanding Scholar, or present/former Peace Corps personnel. Additionally, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially completing three years of continuous active military service may apply under the Veterans Employment Opportunity Act.

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://wdsc.doleta.gov/jobs/>

<b>Position Duties and Responsibilities:</b>
<p>This position is located in the Employment and Training Administration (ETA), Office of the Assistant Secretary, Office of the Deputy Assistant Secretary. The Employment and Training Administration contributes to the more efficient functioning of the U.S. labor market by providing high quality job training, employment, labor market information, and income maintenance services primarily through state and local workforce development systems.</p> <p>The incumbent's specific duties include, but are not limited to:</p> <p>Serves as staff assistant to the Deputy Assistant Secretary for Employment and Training Administration. Responsible for a wide range of staff and administrative duties in support of the Deputy Assistant Secretary. Handles the scheduling of all internal and external meetings for the Deputy Assistant Secretary, and other office staff. Participates with the Deputy Assistant Secretary in organizing and coordinating meetings with representatives of outside organizations and with other officials within ETA and DOL. Serves as the Office contact point with other offices within ETA and with outside organizations</p> <p>Performs research, gathers and assembles data and prepares topic outlines on matters related to the Office of the Assistant Secretary. Handles special assignments for the Deputy Assistant Secretary that are of a highly sensitive and confidential nature. Reviews all correspondence for issues needing the attention of the Deputy Assistant Secretary. Works closely with the Deputy Assistant Secretary and recommends courses of action. Responds to inquiries of a sensitive or controversial nature. Uses computers to access data, prepare reports, charts and graphs.</p> <p>Handles a variety of administrative/management and support duties essential to the effective operations of the Office, such as, personnel management, records management, space and equipment management, conference management, acquisitions, and related functions.</p>

**Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)**

Applicant must have a Master's or equivalent graduate degree **or** 2 full years of progressively higher level graduate education leading to such a degree **or** LL.B. or J.D., if related **OR** one year (52 weeks) of specialized experience equivalent to the GS-7 grade level in the Federal service.

Specialized experience is experience which is in or directly related to the line of work described above and which is in or directly related to the particular knowledge, skills and abilities to successfully perform administration and office management duties. The Group Coverage Qualifications Standards for Administrative and Management Positions, as published by the Office of Personnel Management, in the Qualifications for General Schedule Positions apply.

**\*ICTAP (Interagency Career Transition Assistance Program candidates):** Applicants applying for special selection priority under 5 CFR Part 330 Subparts C or G (ICTAP), must be well qualified and submit proof of eligibility, i.e., RIF separation notice, certificate of expected separation, or other agency certification that you are in a surplus occupation; submit the last or current performance rating of record of at least fully successful or equivalent; apply for a vacancy at or below the grade level from which separated; file an application for a specific vacancy within the time frame indicated in the announcement; and be well qualified for the position. If separated through compensable injury or disability, no performance rating is required. Well qualified is defined as: A rating of at least Good on evaluation factors designed as High (H).

**CONDITIONS OF EMPLOYMENT**

The following statements apply if checked:

☐ Requires a security clearance  
☐ Requires a medical examination  
☐ Subject to financial disclosure requirements  
☐ Requires a supervisory/managerial probationary period if the requirement has not been met  
☐ Subject to frequent overtime  
☐ Subject to frequent travel

☐ Requires a valid drivers license  
☐ Subject to geographic mobility  
☐ Subject to drug test prior to appointment  
☐ Subject to receipt of an official college transcript if qualification was based solely on education or a combination of education and experience.

**METHOD OF EVALUATION**

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

In addition to meeting the minimum qualifications and eligibility requirements for special priority consideration, ICTAP candidates must meet the desired level of performance as indicated by the knowledge, skills, and abilities and be rated well qualified. Well qualified is defined as a rating of at least Good on evaluation factors designed as High (H).

**EVALUATION FACTORS:** It is **highly recommended**, but not required, that all candidates address and submit the evaluation factors on a separate sheet of paper. To be considered Highly Qualified (HQ), applicants need to receive a rating of "High" (H) in all factors listed below designated (H). For ICTAP eligibles to be considered well qualified, they must receive a rating of "High" (H) in factors 1, 2, 3, 4 & 6 and a rating of Medium (M) in factor 5. **Failure to address these evaluation factors may impact your final rating and/or ranking.**

**EVALUATION FACTORS: Factors designated (H) are rated high.**

1. Knowledge of federal administrative/management practices, processes, and techniques to operate in a fast-paced front office environment. **(H)**
2. Ability to serve as a personal assistant to an executive or senior level manager effectively performing multiple assignments within tight timeframes. **(H)**
3. Ability to plan and organize work to manage competing or overlapping priorities and to meet deadlines. **(H)**
4. Ability to communicate effectively both orally and in writing to develop correspondence and to make inquiries on behalf of the manager. **(H)**
5. Ability to establish and maintain working relationships and to work cooperatively and effectively with officials at all levels, such as Congressional staff, officials inside and outside the organization, private sector, and the general public. **(H) (M) for ICTAP Candidates**
6. Skill in using a variety of computer applications and associated software to access data, prepare reports, charts and graphs. **(H)**

**HOW TO APPLY**

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

**The following material is required if checked:**

- ☒ **X** Most recent supervisory performance appraisal **or** a statement with reasons why you do not have a supervisory appraisal is required for all applicants.
- ☒ **X** SF-50, Notification of Personnel Action (Required for all current or former federal applicants).
- ☒ **X** College transcript (Required if qualifying based solely on education or a combination of education and experience.
- ☒ **X** Other: **Copy of DD-214 and/or SF-15, if claiming Veteran's Preference**
- ☒ **X** Please complete and submit the attached Applicant Background Questionnaire, OMB No. 1225-0072, with your application. Submission of this form is optional. Data collected will be used only in aggregate, to assess the effectiveness of outreach efforts. Consideration for this job will not be affected by failure to submit this form. **We will acknowledge receipt of your application, if it is accompanied with this form.**

***Mail your application to, or secure forms or information from:***

U.S. Department of Labor  
Employment and Training Administration  
Office of Human Resources  
200 Constitution Avenue, NW, Room N-4656  
Washington, DC 20210  
**Attn: Shelley DeCrane**  
Commercial: (202) 693-3977  
Fax: (202) 693-3734  
TTY: (202) 693-3924

**The area of consideration for this position is limited to All Eligible Candidates and \*ICTAP Eligibles Within the Local Commuting Area.**

**An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete application must be postmarked OR be in the Office of Human Resources by the closing date of this announcement.**

**ADDITIONAL INFORMATION TO APPLICANTS**

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition

upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.

- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.
- Selection for this position may be made as a result of this announcement or by any other appropriate means including reassignment, reinstatement, new appointment, transfer or change to lower grade.

-Special Note to Outside Applicants: Male applicants between the ages of 18 and 25 are eligible for appointment only after registering with the Selective Service System.

**VETERANS' PREFERENCE:** If you served on active duty in the U.S. Military and were separated under honorable conditions, you may be eligible for veterans= preference. To receive preference, if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, service connected disability, or you must have served on active duty during the Gulf War from August 2, 1990 through January 2, 1992.

\* To claim 5-point preference, **attach a copy of your DD-214**, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.

\* To claim 10-point preference, **attach an SF-15**, Application for 10-point Veterans= Preference, plus proof required by that form.

The Government Reform Act of 1994 mandates that all Federal employees who are hired after January 1, 1995 must receive their salary via-Direct Deposit/Electronic Fund Transfer or must request a waiver.

**WHY WORK FOR US:** As a permanent or long term temporary employee with the Department of Labor, you will be entitled to a wide array of benefits. The Federal Employees Health Benefits program has many plans to choose from; all at very reasonable rates which can be paid from pre-tax income. The Federal Employee Retirement System is one of the premier retirement programs in the nation. This program features three components: a retirement pension; the Thrift Savings Plan (an employee controlled investment program); and social security. Federal Employee Group Life Insurance offers numerous life insurance policy options covering employees, spouses and dependents. The leave program offers exceptional time off benefits including annual leave, sick leave, an employee leave share program, Family Friendly Leave, Family Medical Leave, and 10 paid holidays per year. The Child Care Subsidy Program provides financial assistance to make child care more affordable for qualifying employees. Employee Assistance Programs provide confidential counseling and referral services to employees and their family members at no cost as well as periodic seminars on behavioral health issues. You may also be entitled to career development and enrichment training. As an employee of the Employment and Training Administration you will enjoy additional benefits such as the Transportation Subsidy Program (vanpool, commuter vehicle), a pre-tax payroll deduction benefit; and Family Friendly Policies such as alternative work schedules. There are a variety of other services provided such as a cafeteria, Fitness Center, Health Unit, on-site childcare center; credit union, recreation association and store, dry cleaners, and U.S. postal services.

**DELEGATED EXAMINING AUTHORIZATION NO. DL-1.** Competitive examining authority has been delegated to the Department of Labor by the Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral.

## **U.S. DEPARTMENT OF LABOR APPLICANT BACKGROUND QUESTIONNAIRE**

The U.S. Department of Labor is requesting your completion of this form to assist the agency in evaluating and improving its efforts to publicize job openings and to encourage applications for employment from a diverse group of qualified candidates, including minorities and persons with disabilities. The Department will use the data you supply to determine how many applicants are from different groups and how many of these applicants are qualified for the job in question. The Department will then assess the effectiveness of specific outreach efforts and means of communicating information on job vacancies in light of this information.

EFFECTS OF NONDISCLOSURE: Providing the information requested on this form is voluntary. This information will have no effect on hiring decisions.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

Information provided on this form will be used for program evaluation. Personal identifying information will not be included in the tabulation of data in the DOL database.

The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the U.S. Department of Labor, Human Resource Services Center, FPB, Washington, D.C. 20210; and the Office of Management and Budget, Paperwork Reduction Project, Washington, D.C. 20503.

Solicitation of this information is in accordance with 5 CFR Section 720, Federal Equal Opportunity Recruitment Program (FEORP).

## PLEASE COMPLETE THE FOLLOWING:

Name:

Do you have a Disability? ☐ Yes ☐ No

If You checked Yes above, is your disability one of the

targeted disabilities listed below? ☐ Yes ☐ No

- ☐ Blind
- ☐ Deaf
- ☐ Missing Extremity(s)
- ☐ Partial Paralysis
- ☐ Complete Paralysis
- ☐ Convulsive Disorder
- ☐ Mental Retardation
- ☐ Mental Illness
- ☐ Genetic or physical condition affecting limbs or spine

Sex: ☐ Male ☐ Female

Title, Grade, and Announcement Number Of Position for which applying:

### **ETHNIC SELF-IDENTIFICATION**

**Are you Hispanic, Latino, or of Spanish Origin?** (Definition: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other

Spanish culture or origin, regardless of race.) ☐ Yes ☐ No

### **RACE SELF-IDENTIFICATION**

**Please read the descriptions, then mark one or more races to indicate what you consider yourself to be.**

- |   |   |
|---|---|
| <input type="checkbox"/> American Indian or Alaska Native | --- A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.  |
| <input type="checkbox"/> Asian                            | --- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| <input type="checkbox"/> Black or African American        | --- A person having origins in any of the black racial groups of Africa.  |
| <input type="checkbox"/> Native Hawaiian or               | --- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.  |
| <input type="checkbox"/> Other Pacific Islander           |   |
| <input type="checkbox"/> White                            | --- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.   |

### **SOURCE OF INFORMATION ABOUT THIS VACANCY:** (Check all that apply)

- ☐ 1. Magazine
- ☐ 2. Newspaper
- ☐ 3. Radio/Television Broadcast
- ☐ 4. Agency Personnel Office
- ☐ 5. State Employment Office
- ☐ 6. Government Recruitment at School
- ☐ 7. Federal, State, or Local Job Info. Center
- ☐ 8. Friend or Relative Working for the Agency
- ☐ 9. Internet
- ☐ 10. Federal/DOL Jobsline
- ☐ 11. Other